



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

**JOB OPPORTUNITY BULLETIN: TEACHING ASSISTANT**  
**(DEPARTMENTS OF MENTAL HEALTH & DEVELOPMENTAL SERVICES)**

<b>SALARY RANGE:</b>	<b>\$2,358 to \$2,952 per month*</b> <small>*Salary show above reflects a half-time base. *Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary adjustments in increments of 5% until the maximum salary is attained.</small>
<b>TENURE/TIME BASE:</b>	<b>Permanent/Half-Time</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>Central Program Services</b>
<b>FINAL FILING DATE:</b>	<b>Until Filled</b>

**DESCRIPTION OF DUTIES:**

Sonoma Developmental Center has immediate openings for Permanent, Half-Time Teaching Assistants. This individual in this position is responsible for assisting in the provision of individualized and group-oriented training in the areas of physical, social, intellectual, vocational, and community-based instruction. The Teaching Assistant functions under the supervision of the Program Director or designee. Supervision may be delegated to Managers or Supervisors as appropriate. Typical tasks include assisting in the implementation of individualized and group instruction as outlined in the students' relevant plan; responding to situations that involve the use of medical/behavioral intervention techniques; assisting in data collection and record keeping such as production and attendance records; attending and participating in training as required; assisting clients in all educational and vocational activities of daily living (i.e. dressing, grooming, and dining; escorting students to and from training sites on the facility grounds or in the community. Duties include lifting, positioning and client mobility. The incumbent is responsible for maintaining a safe, sanitary and therapeutic instructional environment which promotes respect and dignity while protecting the privacy, rights, confidentiality and the physical and emotional well-being of all clients; other duties as outlined in the employee's signed duty statement.

**WHO MAY APPLY:**

Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of being a current or former California state employee (lateral transfer or reinstatement) or be list eligible. Further Information may be found on the California State Department of Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov). Applicants should indicate the type of eligibility they currently possess which qualifies them to apply. This information should be indicated in the title section of the Employment Application (STD-678). Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews. Applications may be obtained from the Human Resources Personnel Office at the Sonoma Developmental Center or completed and downloaded from the website indicated. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, a pre-employment physical, drug screening, and fingerprint clearance.

**SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO:**

Sonoma Developmental Center  
Human Resources Department – Room #124  
P.O. Box 1493  
15000 Arnold Drive  
Eldridge, CA 95431

(707) 938-6565 Contact Charlotte Jones with questions specific to the essential functions of the position.

Eligibility will be determined by the selection analyst in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.